

**Appendix D**

**Year One Annual Report Materials**  
**City of Del Rey Oaks**

## **BACKGROUND INFORMATION**

The City of Del Rey Oaks acknowledges that during much of the current reporting period, it has not participated in meetings of the Management Committee which oversees and directs the MRSWMP activities. However, the City does recognize the need for Storm Water Permit process, and is dutifully working to complete all of the BMP's required of it under the MRSWMP.

The City is one of the smallest of the co-permittees and has a total of only 10 fulltime employees:

- 1 Acting City Manager/Chief of Police
- 2 Public Works Employees
- 2 City Clerks Staff
- 5 Police Officers

One individual, Mr. Langford, serves as both the Chief of Police and Acting City Manager. He has served as the Chief for 14 years, and the Acting City Manager for 10 years. The City has a contract/consultant City Engineer, a contract with the City of Seaside for Fire Suppression Service, and a contract with the City of Monterey for building inspection.

Working in the capacity of both the Chief of Police and Acting City Manager makes it virtually impossible for Mr. Langford to fulfill all of the meeting obligations that are required of him. Without an engineering background, it is very difficult for him to attend meetings of the storm water committee, and provide any input that would be of value to the group.

In July 2007 the City engaged outside assistance to work with Mr. Langford to carry out the City's BMP commitments under the MRSWMP. This has proven to be effective, and has enabled the City to complete nearly all of its BMPs prior to the end of the current reporting period.

## **1. PUBLIC EDUCATION AND OUTREACH**

All information pertaining to this Minimum Control Measure is contained in Appendix A.

## 2. PUBLIC INVOLVEMENT AND PARTICIPATION

Much of the work involved in carrying out the BMPs and meeting the Measurable Goals for this Minimum Control Measure was carried out as a group activity of the eight co-permittees, and is reported on in Appendix B. Only the information that is specific to this entity for certain of the BMPs and Measurable Goals is reported below in this Section. These BMPs and Measurable Goals are highlighted in **boldface** and with an asterisk in the tables below.

### Status of BMPs and Implementation Plans

<i><b>BMP Description</b></i>	<i><b>BMP No.</b></i>	<i><b>Implementation Plan</b></i>	<i><b>Status</b></i>					
			<i><b>Im ple men ted</b></i>	<i><b>Not Ap pli cable</b></i>	<i><b>Mod ified</b></i>	<i><b>Eff ective</b></i>	<i><b>Un known</b></i>	<i><b>Not Eff ective</b></i>
Encourage general public participation in programs and activities designed to promote understanding and awareness of storm water pollution, such as cleanup events and restoration activities.  (See pages E-23 through E-29 of Appendix E of the MRSWMP for the Public Participation and Involvement Program)	2-1.a	Draft annual report will be posted on the website and in city offices for review by public one month prior to Annual Workshop No. 2	X					
	<b>2-2.a*</b>	<b>Provide financial sponsorship support for Annual Coastal Cleanup Day in Monterey County or other local beach clean up efforts.</b>	X			X		
	<b>2-2.b*</b>	<b>Recruit volunteers through municipal employee base and through advertising for Annual Coastal Clean Up Day or other local clean up efforts.</b>	X			X		
	<b>2-2.c*</b>	<b>Provide support for, or assistance with, storm drain stenciling through providing supplies, volunteer recruitment, and staff labor.</b>	X			X		
	2-2.d	Provide financial support for, or assistance with, volunteer monitoring programs and public participation events such as: Urban Watch, First Flush, Snapshot Day, and Walk N’ Talk Days	X					

<i><b>BMP Description</b></i>	<i><b>BMP No.</b></i>	<i><b>Implementation Plan</b></i>	<i><b>Status</b></i>					
			<i><b>Im ple men ted</b></i>	<i><b>Not Ap plic able</b></i>	<i><b>Mod ified</b></i>	<i><b>Eff ective</b></i>	<i><b>Un known</b></i>	<i><b>Not Eff ective</b></i>
Become an active participant in the Citizen Water Quality Monitoring Network  (See pages E-23 through E-29 of Appendix E of the MRSWMP for the Public Participation and Involvement Program)	2-3.a	A representative from the MRSWMP group will become an active participant in the Citizen Water Quality Monitoring Network.	X					

#### **Status of Measurable Goals**

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
2-1.a	All written public comments submitted and notes taken at workshop will be considered for inclusion in the annual report and kept on file.	X			
2-1.b	40 participants per workshop	X			
2-1.c	40 participants per workshop	X			
2-2.a*	Annual financial sponsorship of up to \$500 to cover expenses not covered by sponsors.	X			
	<b>Provide staffing that amounts to 40 hours for coordinating this event.</b>	X			<b>The City provided a contact person, Ron Langford, to work with the coordinator of this event, Jill Poudrette of the California Department of Parks and Recreation, to assist with the event's activities within or close to the City. A description of the assistance that was provided is included at the end of this Appendix.</b>

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
2-2.b*	Each permit holder to recruit volunteers through two separate agency channels; e.g. email, paycheck stuffers, internal newsletters, etc. Track recruitment efforts, coordination support and financial support, and track number of participants and volume of waste collected and report this information in the Annual Reports for the indicated years.	X			The City used an internal memorandum, which is its only means of communication with its employees on informational matters, to recruit Coastal Cleanup Day volunteers. Mr. Grissim of the City's staff participated in the event, and provided a pickup truck to help remove trash collected during the event. A description of the results of these efforts is provided at the end of this Appendix. An overall report on the success of the event is included in Appendix B.
	Air radio advertising before the event to encourage public participation	X			
2-2.c*	Utilization of 100 hours of staff time through "Save the Whales" nonprofit organization to recruit college and civic organizations for stenciling events.	X			
	Provide stenciling equipment, supplies, and maps of inlets to be stenciled, and complete a minimum of 300 drains and tabulate areas stenciled. Percent of all entities completed per year will be approximately 5-10%.	X			September 4 & 5, 2007 Del Rey Oaks Public Works re-stenciled all of the City's Storm Drain Inlets with the recognized and approved stencil. All of the Storm Drains were initially stenciled as part of an eagle scout project. A summary of the stenciling work is included at the end of this Appendix.
2-2.d	Provide \$13,000 annual contribution for Urban Watch for professional staffing, equipment, lab analysis, and report writing.	X			
	Provide \$1,500 annually for Urban Watch for print ads to recruit volunteers.	X			

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
2-2.d (cont'd)	Provide \$3,000 annual contribution for First Flush for professional staffing, equipment, lab analysis, and report writing.	X			
	Purchase \$7,000 annually for radio ads to promote participation in First Flush	X			
	Provide \$1,500 annually for First Flush for print ads to recruit volunteers.	X			
	Provide \$1,000 annual contribution for Snapshot Day for professional staffing, equipment, lab analysis, and report writing.	X			
	Provide \$500 annually for Snap Shot Day for print ads to recruit volunteers.	X			
	Provide \$300 to \$500 annually for Walk N' Talk to garner public participation and a co-host representative for each event.	X			
	Year 1: Based on existing scientific studies and data identify with specificity the geographic areas within the jurisdiction of each municipality that are sources of pollution, including T. Gondii, and other pathogens, impacting California sea otters and results included in the Annual Report; Year 2: Create and implement a program to reduce and eliminate the sources of pollution identified as impacting sea otters. The program and implementation will be described in the Annual Report.	X			

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
2-3.a	100% of monitoring network meetings to be attended annually by member of MRSWMP group.	X			



### 3. ILLICIT DISCHARGE DETECTION AND ELIMINATION

#### Status of BMPs and Implementation Plans

<i><b>BMP Description</b></i>	<i><b>BMP No.</b></i>	<i><b>Implementation Plan</b></i>	<i><b>Status</b></i>					
			<i><b>Im ple men ted</b></i>	<i><b>Not Ap pli cable</b></i>	<i><b>Mod ified</b></i>	<i><b>Eff ective</b></i>	<i><b>Un known</b></i>	<i><b>Not Eff ective</b></i>
Create a unified place for public to call in potential illicit discharges	3-1.a	Enter into an agreement with “911 Earth” to use their 1-800-CLEANUP hotline for the public to report illicit discharges by zip code	X				X	
	3-1.b	Advertise 1-800-CLEANUP call-in number on MRSWMP generated-media and educational materials	X				X	
	3-1.c	Using the protocol contained on pages E-30 through E-33 of Appendix E of the MRSWMP, investigate and take appropriate action on each report of illicit discharge that is received.	X			X		
Storm water system mapping	3-2.a	Complete preparation of the storm drain system map contained on pages E-34 through E-36 of Appendix E of the MRSWMP, showing the location of all outfalls discharging to waters of the state and other MS4s that receive discharges from those outfalls	X			X		
Implement and maintain a program to detect and eliminate illicit connections and/or discharges; i.e., sewer overflows, fluid dumping in catch basins etc.	3-3.a	Using the training materials contained on pages F-2 through F-7 of Appendix F of the MRSWMP, train inspection personnel and other municipal staff, and obtain resources necessary to inspect businesses.	X			X		
Implement and maintain a program to detect and eliminate illicit connections and/or discharges; i.e., sewer overflows, fluid dumping in catch basins etc.	3-3.b	Using the inventory of businesses to be inspected and the inspection checklists contained on pages E-37 through E-77 of Appendix E of the MRSWMP, prioritize the businesses to be inspected, and perform compliance inspections on these businesses to identify illicit connections and illegal discharges. Discharges to Environmentally Sensitive Areas, discharges to Areas of Special Biological Significance, restaurants/fast food chains, auto repair shops, and gas stations will receive top prioritization in scheduling these inspections.	X			X		

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			<b>Im ple men ted</b>	<b>Not Ap pli cable</b>	<b>Mod ified</b>	<b>Eff ective</b>	<b>Un known</b>	<b>Not Eff ective</b>
Implement and maintain a program to detect and eliminate illicit connections and/or discharges; i.e., sewer overflows, fluid dumping in catch basins etc.	3-3.c	Create hotline for public reporting of illicit connections	X				X	
	3-3.d	Using the protocol contained on pages E-78 through E-79 and E-95 through E-98 of in Appendix E of the MRSWMP, take action as necessary to eliminate 100% of the illicit connections and illegal discharges that are identified in this year	X			X		
<p>Adopt an ordinance with standards for storm water pollution prevention.</p> <p>Ordinance to include definitions of illegal disposal activities, including requirements pertaining to mat wash downs, hood cleaning, etc., and requiring firms to notify Public Works of all such cleaning activities, with penalties for violations. Ordinance will also outline responsibility for any clean up determined necessary.</p>	3-4.a	<p>Using the guidance document and model ordinance contained on pages E-80 through E-98 of Appendix E of the MRSWMP, each Participating Entity will adopt a storm water ordinance revised to be specific to each entity's needs through appropriate governing body procedures.</p>	X			X		

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			<b>Im ple men ted</b>	<b>Not Ap plic able</b>	<b>Mod ified</b>	<b>Ef fect ive</b>	<b>Un known</b>	<b>Not Ef fect ive</b>
Implement a permit boundary-wide education program addressing the negative effects on water quality through illegal discharges, improper waste disposal and other non-storm water discharges.	3-6.a	This is included in the Public Education and Outreach Program contained on pages E-1 through E-23 of Appendix E of the MRSWMP.	X			X		

#### Status of Measurable Goals

<b>BMP No.</b>	<b>Measurable Goal</b>	<b>Completed</b>	<b>Not Completed</b>	<b>Not Applicable</b>	<b>Comments</b>
3-1.a	Date agreement was executed	X			Earth 911, the organization that operates the 1-800-CLEANUP hotline system, does not use a written agreement, but simply activates an entity's hot line voice prompts on its call-in system based on information provided by the entity via email. The system was activated with the City's voice prompt information in February 2007, and has been continuously active ever since.
3-1.b	Advertised on a minimum of 8 different media pieces: 4 in English, 4 in Spanish	X			See Appendix A for information regarding this BMP, which was performed by the eight co-permittees as a group activity.

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
3-1.c	100% of all reports of illicit discharge investigated and report on outcome of each case in the form of “closed”, “ongoing enforcement”, or “still investigating source”.	X			The City has established a protocol for recording and tracking these incidents, based on the protocol contained in Appendix E of the MRSWMP. A report numbering system and reporting form has been established in the City Clerks Office, and is also available in the Police Department, who is the primary “first responder”. The City used the “Illicit Discharge/Connection Reporting and Response” form contained on page E-33 of the MRSWMP to document all storm water pollution incidents within its jurisdiction. Copies of all of these forms are at the end of this Appendix, along with a “Log of Reports Received of Illicit Connections and/or Illegal Discharges” which summarizes all such incidents occurring during the current reporting period.
3-2.a	Each Participating Entity to complete its mapping by end of Year 1, except Monterey County which will complete its mapping by end of Year 3	X			The City’s storm drainage system map was updated in August 2007 and shows all of the City’s internal storm drainage inlets. All drainage from the City discharges through a single culvert to Laguna Grande, which is located in the cities of Monterey and Seaside. There are no outfalls to Monterey Bay directly from the City.

<b><i>BMP No.</i></b>	<b><i>Measurable Goal</i></b>	<b><i>Completed</i></b>	<b><i>Not Completed</i></b>	<b><i>Not Applicable</i></b>	<b><i>Comments</i></b>
3-3.a	Sufficient personnel trained and prepared to perform inspections beginning in Year Two	X			Because the City intends to hire the MRWPCA to perform its inspections, the City did not send any representatives to attend this training session for this BMP, which was put on as a group activity by the eight co-permittees on May 22, 2007. A number of personnel from MRWPCA did attend the training session. The trainer, Mr. Robert Ketley, provided a comprehensive training program covering all of the subject areas necessary to carry out the inspections required under this BMP. A description of the training program is contained in the body of the MRSWMP Annual Report document.
3-3.b	Minimum of 100% of inventoried businesses inspected by the end of the permit term.	X			Business inspections will begin as soon as the contract with MRWPCA to perform the inspections has been finalized. This is expected to occur by the fall of 2007.
3-3.c	See BMP 3-1.a	X			See the Comments for See BMP 3-1.a.
3-3.d	100% of all reports of illicit connections and illegal discharges investigated and report on outcome of each case in the form of “closed”, “ongoing enforcement”, or “still investigating source”.	X			A summary of the enforcement actions taken for the incidents that occurred during the current reporting period are included at the end of this Appendix. See also the Comments above under BMP 3-1.c.
3-4.a	Date ordinance implemented (implemented within 3 months of permit coverage for all entities except Monterey County, which will implement within 6 months of permit coverage)	X			The City intends to adopt its storm water ordinance in September, 2007. This is not within the 3 month time period set forth in the Measurable Goal, as the process took longer than originally anticipated.
3-6.a	Summary of methods used to educate the public about the impacts of illegal discharges and improper waste disposal to be included in the Annual Reports.	X			See Appendix A for information regarding this BMP, which was performed by the eight co-permittees as a group activity.

## 4. CONSTRUCTION SITE STORM WATER CONTROL

### Status of BMPs and Implementation Plans

<i><b>BMP Description</b></i>	<i><b>BMP No.</b></i>	<i><b>Implementation Plan</b></i>	<i><b>Status</b></i>					
			<i><b>Im ple men ted</b></i>	<i><b>Not Ap plic able</b></i>	<i><b>Mod ified</b></i>	<i><b>Eff ective</b></i>	<i><b>Un known</b></i>	<i><b>Not Eff ective</b></i>
<p>Adopt an ordinance with standards for storm water pollution prevention associated with construction activities.</p> <p>Ordinance to include standards for general construction site waste management for construction activities as defined by the General Construction Storm Water Permit</p>	4-1.a	<p>Using the guidance document and model ordinance contained on pages E-84 through E-98 and E-125 through E-131 of Appendix E of the MRSWMP, each Participating Entity will adopt a storm water ordinance revised to be specific to each entity's needs through appropriate governing body procedures</p>	X			X		
<p>Implement procedures for site inspection and enforcement of BMP control measures</p>	4-3.a	<p>Train appropriate staff on the construction site inspection procedures. Topics to be covered in this training will be the applicable portions of the materials contained on pages E-125 through E-136 of Appendix E, consisting of:</p> <ol style="list-style-type: none"> <li>1. The Guidance Document for Policies and Procedures Pertaining to Construction Sites</li> <li>2. Construction Site Plan Review and Inspection Procedures</li> <li>3. Inspection Checklist for Construction Sites</li> </ol>	X			X		
<p>Implement procedures for receipt and consideration of information submitted by the public regarding storm water runoff impacts associated with construction projects.</p>	4-4.a	<p>Use the procedures contained on pages E-30 through E-33 of Appendix E of the MRSWMP to facilitate the receipt of, and the response to, reports from the public of storm water pollution from construction sites.</p>	X			X		

<i><b>BMP Description</b></i>	<i><b>BMP No.</b></i>	<i><b>Implementation Plan</b></i>	<i><b>Status</b></i>					
			<i><b>Im ple men ted</b></i>	<i><b>Not Ap pli cable</b></i>	<i><b>Mod ified</b></i>	<i><b>Eff ective</b></i>	<i><b>Un known</b></i>	<i><b>Not Eff ective</b></i>
Implement a permit boundary-wide education program addressing the negative effects on water quality from improperly managed construction site runoff.	4-4.b	<p>Twice per year at construction contractor professional meetings, present an educational program regarding prevention of storm water pollution from construction sites. The program will cover the four guiding principles for controlling runoff from construction sites, which are included in the BMP Guidance Series:</p> <ul style="list-style-type: none"> <li>• Construction site planning</li> <li>• Minimization of soil movement</li> <li>• Capturing of Sediment</li> <li>• Good housekeeping practices</li> </ul> <p>At these presentations handouts describing construction site permitting procedures and construction site BMPs will also be distributed.</p>	X			X		

#### **Status of Measurable Goals**

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
4-1.a	Date ordinance implemented (implemented within 3 months of permit coverage for all entities except Monterey County, which will implement within 6 months of permit coverage)	X			See the Comments above under the Measurable Goal for BMP 3-4.a
4-3.a	100 % of existing appropriate staff trained by Year 2, then all new appropriate employees every year after that, with periodic refresher training provided	X			The City contracts with the City of Monterey to perform all of its construction site inspections. As reported in Appendix F, numerous members of the City of Monterey's staff attended this training, and will perform the inspections in accordance with the procedures contained in Appendix E of the MRSWMP.

4-4.a	100% of all reports of construction site storm water pollution investigated and report on outcome of each case in the form of “closed”, “ongoing enforcement”, or “still investigating source”.	X			The City contracts with the City of Monterey to perform all of its construction site inspections. Those inspectors will use the incident report form and procedures contained in Appendix E of the MRSWMP to document and track incidents that occur on construction sites. See also the Comments above under the Measurable Goal for BMP 3-1.c
4-4.b	Provide educational programs that reach at least 20 construction firms each year.	X			This Measurable Goal was met by all eight of the co-permittees as a group activity, and is reported on in the body the MRSWMP Annual Report.

The table below, recommended in the SWRCB’s guidelines for the preparation of Annual Reports, summarizes the results of construction-related BMPs and Measurable Goals for the current reporting period.

Issue	This Reporting Period	Last Reporting Period	Comments
How many erosion and sediment control plans were reviewed?	N/A	N/A	The Construction Site BMP Guidance Series requirements do not go into effect until the start of permit Year 2 (the next reporting period).
How many construction sites were inspected to determine compliance with your construction storm water requirements?	N/A	N/A	The Construction Site BMP Guidance Series requirements do not go into effect until the start of permit Year 2 (the next reporting period).
At how many construction sites were violations noted?	N/A	N/A	The Construction Site BMP Guidance Series requirements do not go into effect until the start of permit Year 2 (the next reporting period).
At these sites, how many site owners or operators were penalized through a formal enforcement action?	N/A	N/A	The Construction Site BMP Guidance Series requirements do not go into effect until the start of permit Year 2 (the next reporting period).



## 5. POST-CONSTRUCTION STORM WATER MANAGEMENT

### Status of BMPs and Implementation Plans

<i><b>BMP Description</b></i>	<i><b>BMP No.</b></i>	<i><b>Implementation Plan</b></i>	<i><b>Status</b></i>					
			<i><b>Im ple men ted</b></i>	<i><b>Not Ap pli cable</b></i>	<i><b>Mod ified</b></i>	<i><b>Eff ective</b></i>	<i><b>Un known</b></i>	<i><b>Not Eff ective</b></i>
<p>Adopt an ordinance with standards for storm water pollution prevention associated with storm water systems installed in new developments and redevelopments.</p> <p>Ordinance to include standards for the design, operation, and maintenance of post-construction storm water pollution prevention systems in new developments and redevelopment.</p>	5-1.a	<p>Using the guidance document and model ordinance contained on pages E-84 through E-98 and E-137 through E-143 of Appendix E of the MRSWMP, each Participating Entity will adopt a storm water ordinance revised to be specific to each entity's needs through appropriate governing body procedures.</p>	X			X		

### Status of Measurable Goals

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
5-1.a	Date ordinance implemented (implemented within 3 months of permit coverage for all entities except Monterey County, which will implement within 6 months of permit coverage)	X			See the Comments above under the Measurable Goal for BMP 3-4.a

The table below, recommended in the SWRCB's guidelines for the preparation of Annual Reports, summarizes the results of New Development/Redevelopment-related BMPs and Measurable Goals for the current reporting period.

<b>Issue</b>	<b>This Reporting Period</b>	<b>Last Reporting Period</b>	<b>Comments (ex. frequently seen project types, types of BMPs)</b>
How many post-construction plans were reviewed?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.
How many plans included post-construction BMPs?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.
How many sites were inspected to verify installation of post-construction BMPs?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.
How many sites were inspected to verify the proper operation and maintenance of post-construction BMPs?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.

## 6. POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

### Status of BMPs and Implementation Plans

<i><b>BMP Description</b></i>	<i><b>BMP No.</b></i>	<i><b>Implementation Plan</b></i>	<i><b>Status</b></i>					
			<i><b>Implemented</b></i>	<i><b>Not Applicable</b></i>	<i><b>Modified</b></i>	<i><b>Effective</b></i>	<i><b>Unknown</b></i>	<i><b>Not Effective</b></i>
Implement an education and training program for employees (general and then specific to targeted employee groups, including supervisors) about the impacts of storm water pollution from municipal activities and hazardous materials disposal, and how to implement the selected BMPs to reduce these impacts.	6-1.a	Using the training outline and materials contained on pages F-22 through F-34 of Appendix F of the MRSWMP, train appropriate municipal employees (including supervisors) on storm water pollution issues.	X			X		
Inspection program of municipal hazardous materials storage facilities	6-2.a	Promptly correct any hazardous materials inspection deficiencies reported by the County inspectors, who are responsible for all of the hazardous materials inspections in Monterey County. (The inspection forms used by the County are contained on pages E-146 through E-168 of Appendix E of the MRSWMP and indicate the thoroughness that the County's inspections entail.)		X				
Implement a program that effectively manages landscaping and lawn care activities to minimize the potential for storm water pollution.	6-4.a	Train municipal staffs to use the procedures contained on pages E-175 through E-176 of Appendix E of the MRSWMP to properly manage landscape and lawn care activities. Offer training to other agencies such as school districts beginning in Year 3.	X			X		
	6-4.b	Perform spraying during times where rain is not predicted	X			X		

<b>BMP Description</b>	<b>BMP No.</b>	<b>Implementation Plan</b>	<b>Status</b>					
			<b>Implemented</b>	<b>Not Applicable</b>	<b>Modified</b>	<b>Effective</b>	<b>Unknown</b>	<b>Not Effective</b>
Implement procedures to ensure the dechlorination and/or debromination of pool water prior to discharge to the storm water system	6-5.a	Use the procedures contained on pages E-177 through E-179 of in Appendix E of the MRSWMP for the proper disposal of swimming pool water.		X				
Conduct sweeping on a frequent and regular basis and focus sweeping schedule on high impact/dry weather sites	6-6.a	Conduct sweeping on a regular basis in accordance with the programs and plans contained on pages E-180 through E-196 of Appendix E of the MRSWMP.	X			X		
Implement a program to prevent pollutants from automotive activities, such as vehicle fluids, from entering storm drains	6-7.a	Provide designated area for all vehicle maintenance.		X				
	6-7.b	Move maintenance and repair activities indoors or under a covered area whenever possible		X				
	6-7.d	Stencil all storm drain inlets in corporation yard areas	X			X		
	6-7.e	Using the Vehicle Service Facilities Inspection Checklist contained on pages E-71 through E-77 of Appendix E of the MRSWMP, inspect the MS4's vehicle maintenance facilities annually and correct any deficiencies noted.		X				
	6-7.f	Store materials and wastes under cover whenever possible		X				
	6-7.g	Train all employees repairing municipal vehicles on proper pollution prevention techniques		X				
Implement a program to prevent pollutants from washing municipal vehicles, such as vehicle fluids and phosphate soaps, from entering storm drains.	6-8.a	Training of municipal employees in proper vehicle washing techniques		X				
	6-8.b	Using the vehicle washing portion of the Vehicle Service Facilities Inspection Checklist contained on pages E-75 through E-76 of Appendix E of the MRSWMP, inspect the MS4's vehicle washing facilities annually and correct any deficiencies noted.		X				

<b>BMP Description</b>	<b>BMP No.</b>	<b>Implementation Plan</b>	<b>Status</b>					
			<b>Implemented</b>	<b>Not Applicable</b>	<b>Modified</b>	<b>Effective</b>	<b>Unknown</b>	<b>Not Effective</b>
Implement a program of regularly cleaning storm drains and inlets to prevent accumulated pollutants from being discharged with the storm water (See Appendix E of the MRSWMP for a complete discussion of the work to be performed under BMP 6-10	6-10.a	Stencil catch basins and inlets as needed as prevention measure	X			X		
	6-10.b	Inspect catch basins and inlets in the designated “hot spots” listed on page E-199 of Appendix E of the MRSWMP annually prior to rainy season, and clean as necessary	X			X		
	6-10.c	Clean and repair catch basins, inlets and piping as identified through inspections prior to November 1 <sup>st</sup> annually	X			X		
	6-10.d	Re-inspect identified problem areas of debris accumulation during wet season	X			X		
	6-10.e	Keep documentation of inspections and cleanings	X			X		

## Status of Measurable Goals

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
6-1.a	100 % of existing appropriate staff trained by Year 2, then all new employees every year after that. Perform pre- and post-training testing to measure training effectiveness.	X			Due to an internal miscommunication, no City representatives attended the training session for this BMP, which was put on as a group activity by the eight co-permittees on February 14 and 21, 2007. In lieu of attending that training session, the City conducted its own internal training session in September, 2007 using a professionally prepared training video titled "Municipal Storm Water Pollution Prevention." This video training program covers essentially the same topics as were covered in the training session put on as a group activity in February. A listing of those City staff members who took this video training program and completed pre-and post-training tests is included at the end of this Appendix. The tests indicated that their knowledge of this material improved by 50% as a result of the training, with post-testing results showing an average score of 75% correct answers.
6-2.a	100% of noted deficiencies corrected within 30 days of notification by the County			X	Per Cory Welch of the Monterey County Department of Health, Division of Environmental Health, the City does not have any hazardous materials above the threshold quantities, and is therefore not required to be registered with their Department. Hence, their Department does not conduct hazardous materials inspections of the City's facilities. Therefore, this Measurable Goal is not applicable to this city.

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
6-4.a			X		Due to an internal miscommunication, no City representatives attended the training session for this BMP, which was put on as a group activity by the eight co-permittees on May 3, 2007. However, the City is currently in the process of arranging for its staff to attend similar training when it becomes available, with the other local jurisdictions, which include the cities of Monterey and Seaside. A description of the irrigation system performance evaluation performed by the City in August, 2007 in fulfillment of this Measurable Goal is included at the end of this Appendix.
6-4.b	100% of spraying done when rain is not predicted	X			The City's Public Works employees are not authorized to spray any herbicide or insecticide in the City when rain is predicted within 48 hours. NOAA weather is available to the staff via the internet to keep them apprised of the rain forecast. Public Works Employees were scheduled to take a class offered by the Monterey Peninsula College (MPC) Horticulture Department on the application of herbicides and insecticides, which when successfully completed would have made them licensed applicators. Unfortunately, one of the two public works employees was injured, and was off work during the period of time that the class was offered and was unable to attend. This class is offered by MPC every other semester, as soon as it is available, (probably in the Spring of 2008) they will be enrolled.

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
6-5.a	Pool water dechlorinated and/or debrominated prior to discharge to storm drain system 100% of the time			X	The City does not own or operate any swimming pools, so this BMP is not applicable to the City.
6-6.a	100% of Sweeping in each MS4 performed in accordance with the MS4's Plan		X		Due to both staffing limitations and budget difficulties, the City did not perform street sweeping during the current reporting period. However, funds have now been set aside for this purpose and the City is in the process of contracting with the City of Seaside for street sweeping services. The contract is expected to be signed and to go into effect in the fall of 2007. A copy of the draft contract is included at the end of this Appendix. The Stone Creek Center, a large commercial development within the City, is privately owned and does have daily sweeping of its parking areas performed by a professional cleaning service.
6-7.a	100% of MS4s have designated area for vehicle maintenance			X	All of the City's vehicle maintenance is performed under contract by the City of Monterey at Monterey's facilities. No vehicle maintenance is performed in the City. Therefore, this BMP is not applicable to the City.
6-7.b	100% maintenance and repair activities moved indoors or covered area whenever possible			X	As noted in the Comments under BMP 6-7.a above, this Measurable Goal is not applicable to the City.
6-7.d	100% of storm drain inlets in the corporation yard stenciled by end of Year 1 and any new inlets which may be created stenciled immediately after being built. Stenciling redone in Year 5.	X			On September 4, 2007 all storm drain inlets within the City's corporation yard were stenciled.
6-7.e	100% of noted deficiencies corrected.			X	As noted in the Comments under BMP 6-7.a above, this Measurable Goal is not applicable to the City.



<b><i>BMP No.</i></b>	<b><i>Measurable Goal</i></b>	<b><i>Completed</i></b>	<b><i>Not Completed</i></b>	<b><i>Not Applicable</i></b>	<b><i>Comments</i></b>
6-7.f	100% of materials stored under cover whenever possible			X	No vehicle maintenance materials are stored in the City, since all of its vehicle maintenance work is done by the City of Monterey. As noted in the Comments under BMP 6-7.a above, this Measurable Goal is not applicable to the City.
6-7.g	This training is included in BMP 6-1.a			X	As noted in the Comments under BMP 6-7.a above, this Measurable Goal is not applicable to the City. However, the City's employees did receive training on this topic, as described in the Comments for the Measurable Goal under BMP 6-1.a.
6-8.a	This training is included in BMP 6-1.a			X	All City vehicles are washed at a commercial car wash, and the City has no vehicle washing facilities of its own. Therefore, this Measurable Goal is not applicable to the City. However, the City's employees did receive training on this topic, as described in the Comments for the Measurable Goal under BMP 6-1.a.
6-8.b	100% of noted deficiencies corrected.			X	As noted in the Comments under BMP 6-8.a above, this Measurable Goal is not applicable to the City.
6-10.a	Stenciling is covered under BMP 2-2.c	X			See Comments under the Measurable Goal for BMP 2-2.c.

<i><b>BMP No.</b></i>	<i><b>Measurable Goal</b></i>	<i><b>Completed</b></i>	<i><b>Not Completed</b></i>	<i><b>Not Applicable</b></i>	<i><b>Comments</b></i>
6-10.b	100% of “hot spot” catch basins and inlets inspected, and cleaned as necessary, each year prior to start of rainy season	X			While the City has no “hot spots,” the City staff has noted an area of concern to the rear of the new Safeway Store. The loading dock area is in fact a City road. Safeway will not use this area for loading. However, debris, primarily litter, blows down the canyon and accumulates in that area. As a result, this can affect the storm water catch basins along Highway 218 which runs through the City. This area is closely monitored and cleaned by the City’s Public Works employees. Also in this area is the 4’ drainage culvert that feeds storm water from Arroyo del Rey under the Safeway store and into Laguna Grande lake. This area is also closely monitored by the City’s Public Works employees during the rainy season.
6-10.c	By November 1 <sup>st</sup> annually, address cleaning and repair needs of prioritized catch basins, inlets & piping as identified during inspections	X			The City’s Public Works Department personnel inspect and, as necessary, clean all of the City’s catch basins before the first rainfall of each year, normally in September and/or October. A description of the City’s Storm Drain System Inspection and Maintenance procedures is included at the end of this Appendix. See also the Comments under BMP 6-10.b above.
6-10.d	Re-inspect 100% of problem areas	X			As discussed in the materials at the end of this Appendix for BMP 6-10.c, problem areas are closely monitored during the rainy season and cleaned whenever necessary to maintain the storm drain system in a properly functioning condition.
6-10.e	Documentation kept on file	X			See the Comments under BMP 6-10.b above.

## **SUPPORTING MATERIALS FOR BMP 2-2.a**

**COATAL CLEANUP DAY**  
**VOLUNTEER ASSISTANCE WITH COORDINATION OF THE EVENT**

NAME OF VOLUNTEER	ASSISTANCE PROVIDED
PETE GRISSIM	CTH TRUCK TO HAUL WASTE

## **SUPPORTING MATERIALS FOR BMP 2-2.b**

# City of Del Rey Oaks

**To:** All Personnel

**CC:**

**From:** Ron Langford, ACM 

**Date:** 9/4/2007

**Re:** Volunteers Needed for Annual Beach Clean-Up day

---

The California annual beach clean up day is September 15, 2007. Hours are from 9:00 am to 12:00 pm. Everyone is encouraged to participate. The California Coastal Commission is sponsoring the event, and information is available on their website. A link has been created on the City of Del Rey Oaks Website for your convenience.

## **SUPPORTING MATERIALS FOR BMP 2-2.c**

## **STORM DRAIN INLET STENCILING**

<b>TOTAL NUMBER OF STORM DRAINS IN THE CITY</b>	<b>NO. OF STORM DRAINS STENCILED</b>	<b>PERCENTAGE OF CITY STORM DRAINS STENCILED</b>
30	30	100%



## **SUPPORTING MATERIALS FOR BMP 3-1.c**

**LOG OF REPORTS RECEIVED OF ILLICIT CONNECTIONS AND/OR  
ILLEGAL DISCHARGES**

[illegible]

<sup>(1)</sup> (1) Closed, (2) Ongoing enforcement, or (3) Still investigating

## Illicit Discharge/Connection Reporting and Response

Date/Time: 4/23/07 2353 HOURS Report No. 01

Received by: PATROL FOUND  
Reported by: NGUYEN + TOPPS  
Address: G WORK AVE  
Phone:   
Location: G WORK AVE

Material		Land Use	
<input checked="" type="checkbox"/> Hazardous	<input type="checkbox"/> Sediment	<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Construction Site
<input type="checkbox"/> Wastewater	<input checked="" type="checkbox"/> Other <u>GAS</u>	<input type="checkbox"/> Commercial	
<input type="checkbox"/> Oil/Grease	<input type="checkbox"/> Unknown	<input type="checkbox"/> Industrial	
		<input type="checkbox"/> Public	

Est. Quantity: LESS THEN 1/2 GALLON

Direct/Constructed Connections Found? ☐ Yes ☒ No

Description: FOUND VEHICLE ON ST - LEAKING GAS

Source Investigation Conducted? ☒ Yes ☐ No Source Identified? ☒ Yes ☐ No

Source/Owner of Discharge/ Connection: CECILIA SPINNER

Entered Storm Drain System/Receiving Waters? ☐ Yes ☒ No

### Action and Closure

Referred To: -  
Phone:   
City:   
Dept.: DOPD  
Action Taken: SAND USED TO ABSORB + COLLECT  
Date Closed: 4/23/07

## **SUPPORTING MATERIALS FOR BMP 3-3.d**

**SUMMARY OF ENFORCEMENT ACTIONS TAKEN TO ELIMINATE ILLICIT  
CONNECTIONS AND ILLEGAL DISCHARGES**

TYPE OF VIOLATION	NO. IDENTIFIED OR REPORTED	MEANS OF IDENTIFICATION				ENFORCEMENT ACTIONS TAKEN			
		INSPECTION	CITIZEN REPORT	CITY STAFF REPORT	OTHER <sup>(1)</sup>	WARNING	ADMINISTRATIVE ACTION <sup>(2)</sup>	ADMINISTRATIVE ACTION AND FINE <sup>(3)</sup>	LEGAL ACTION <sup>(4)</sup>
Illicit Connection									
Illegal Discharge	01			01		01			

<sup>(1)</sup> "Other" includes \_\_\_\_\_.

<sup>(2)</sup> Includes Notice of Violation, Stop Work Order, and Administrative Compliance Order.

<sup>(3)</sup> Includes Citation for Violation and Notice of Imposition of Administrative Ordinance.

<sup>(4)</sup> Includes Citation for Violation.

## **SUPPORTING MATERIALS FOR BMP 6-1.a**

(In Fulfillment of BMP 6-1.a of the MRSWMP)

NAME OF ENTITY: CITY OF DEL REI CA

DATE OF TRAINING: VIDEO - SEPT 07

NAME	DEPARTMENT REPRESENTED
KIM CARVALHO	CTF CLERKS 9/6/07
KAREO MINAMI	CTF CLERKS 9/6/07
JOE JOHNSON	PUBLIC WORKS 9/4/07
TERRI SERRANO	PUBLIC WORKS 9/4/07
RON LANGFORD	POLICE 9/6/07
MARIO VILLARREAL	" "
CHRIS BOURQUIN	" " 9/3/07
RALPH TORRE	" " 9/3/07
RUSS VANZANTEN	" " 9/3/07
DAVE GUMBS	" "
PETE GRASSIM	POLICE / CODE ENFORCEMENT

## **SUPPORTING MATERIALS FOR BMP 6-4.a**





## IRRIGATION SYSTEM INSPECTION INFORMATION

Name and Location of Irrigation Site: LOS ENCINOS DR

Inspection Date: 08/31/07

*Inspection Done By:*

Type of Irrigation System: ☒ Manual

☐ Automatic

*TERRY L. SERRANO Budie worker*

### INSPECTION RESULTS

TYPE OF SYSTEM AND PERFORMANCE MEASURES INSPECTED	SATISFACTORY	UNSATISFACTORY	COMMENTS REGARDING CORRECTIVE ACTION TAKEN
<b>AUTOMATIC SYSTEMS</b>			
The system irrigates when activated			
The system provides water to the entire area it is intended to service and does not over water nor create runoff of fertilizer.			
The system is adjusted to avoid watering hardscapes, tree trunks, or other unintended targets			
The system shuts down when de-activated			
The system is checked monthly for proper coverage, and any deficiencies are promptly repaired			
The sprinklers are free of interference from grass and debris			
The system's operational frequency is seasonally adjusted, and when rain is forecasted for more than one day, the system shall be turned off until irrigation is again needed			
The system was operated in conformance with local water conservation regulations			
<b>MANUAL SYSTEMS</b>			
The system is not left operating while unattended for more than 30 minutes		✓	<i>NO SYSTEM Hooked IN AT THIS TIME</i>
The system does not cause erosion from excessive flow	✓		
The system has shut off devices on all hoses	✓		
The system was operated in conformance with local water conservation regulations	✓		

# IRRIGATION SYSTEM INSPECTION INFORMATION

Name and Location of Irrigation Site: DEL REY GARDENS DR.  
& CAÑE DEL OAKS PL.

Inspection Date: 08/31/07

Inspection Done By:

Type of Irrigation System: ☒ Manual

☐ Automatic

TERRY L. SERRANO Public Works

## INSPECTION RESULTS

TYPE OF SYSTEM AND PERFORMANCE MEASURES INSPECTED	SATISFACTORY	UNSATISFACTORY	COMMENTS REGARDING CORRECTIVE ACTION TAKEN
			THIS SYSTEM IS NOT ACTIVE UNTIL REPAIRS ARE MADE. WITHIN TWO MONTHS FROM THIS DATE 08/31/07

### AUTOMATIC SYSTEMS

The system irrigates when activated			
The system provides water to the entire area it is intended to service and does not over water nor create runoff of fertilizer.			
The system is adjusted to avoid watering hardscapes, tree trunks, or other unintended targets			
The system shuts down when de-activated			
The system is checked monthly for proper coverage, and any deficiencies are promptly repaired			
The sprinklers are free of interference from grass and debris			
The system's operational frequency is seasonally adjusted, and when rain is forecasted for more than one day, the system shall be turned off until irrigation is again needed			
The system was operated in conformance with local water conservation regulations			

### MANUAL SYSTEMS

The system is not left operating while unattended for more than 30 minutes		✓	BROKEN SPRAYER HEADS
The system does not cause erosion from excessive flow	✓		
The system has shut off devices on all hoses	✓		
The system was operated in conformance with local water conservation regulations	✓		

## IRRIGATION SYSTEM INSPECTION INFORMATION

Name and Location of Irrigation Site: VIA VERDE

Inspection Date: 08/31/07

*Inspection done by:*

Type of Irrigation System: ☒ Manual

☐ Automatic

*TERRY L. SERRANO Public Worker*

### INSPECTION RESULTS

TYPE OF SYSTEM AND PERFORMANCE MEASURES INPECTED	SATISFACTORY	UNSATISFACTORY	COMMENTS REGARDING CORRECTIVE ACTION TAKEN
<b>AUTOMATIC SYSTEMS</b>			
The system irrigates when activated			
The system provides water to the entire area it is intended to service and does not over water nor create runoff of fertilizer.			
The system is adjusted to avoid watering hardscapes, tree trunks, or other unintended targets			
The system shuts down when de-activated			
The system is checked monthly for proper coverage, and any deficiencies are promptly repaired			
The sprinklers are free of interference from grass and debris			
The system's operational frequency is seasonally adjusted, and when rain is forecasted for more than one day, the system shall be turned off until irrigation is again needed			
The system was operated in conformance with local water conservation regulations			
<b>MANUAL SYSTEMS</b>			
The system is not left operating while unattended for more than 30 minutes		✓	NO SYSTEM HOOKED IN AT THIS TIME
The system does not cause erosion from excessive flow	✓		
The system has shut off devices on all hoses	✓		
The system was operated in conformance with local water conservation regulations	✓		

## IRRIGATION SYSTEM INSPECTION INFORMATION

Name and Location of Irrigation Site: City Hall

Inspection Date: 08/31/07

Inspection Done By:

Type of Irrigation System: ☐ Manual

☒ Automatic

TERRY L. SERRANO Public Works

INSPECTION RESULTS			
TYPE OF SYSTEM AND PERFORMANCE MEASURES INPSECTED	SATISFACTORY	UNSATISFACTORY	COMMENTS REGARDING CORRECTIVE ACTION TAKEN
<b>AUTOMATIC SYSTEMS</b>			
The system irrigates when activated	✓		
The system provides water to the entire area it is intended to service and does not over water nor create runoff of fertilizer.	✓		
The system is adjusted to avoid watering hardscapes, tree trunks, or other unintended targets	✓		
The system shuts down when de-activated	✓		
The system is checked monthly for proper coverage, and any deficiencies are promptly repaired	✓		
The sprinklers are free of interference from grass and debris	✓		
The system's operational frequency is seasonally adjusted, and when rain is forecasted for more than one day, the system shall be turned off until irrigation is again needed	✓		
The system was operated in conformance with local water conservation regulations	✓		
<b>MANUAL SYSTEMS</b>			
The system is not left operating while unattended for more than 30 minutes			
The system does not cause erosion from excessive flow			
The system has shut off devices on all hoses			
The system was operated in conformance with local water conservation regulations			

# IRRIGATION SYSTEM INSPECTION INFORMATION

Name and Location of Irrigation Site: QUEVEDALE AVE & CARLTON DR

Inspection Date: 08/31/07

Inspection Done By:

Type of Irrigation System: ☒ Manual

☐ Automatic

TERREY L. SERRANO Public Works

## INSPECTION RESULTS

INSPECTION RESULTS			
TYPE OF SYSTEM AND PERFORMANCE MEASURES INPSECTED	SATISFACTORY	UNSATISFACTORY	COMMENTS REGARDING CORRECTIVE ACTION TAKEN
AUTOMATIC SYSTEMS			
The system irrigates when activated			
The system provides water to the entire area it is intended to service and does not over water nor create runoff of fertilizer.			
The system is adjusted to avoid watering hardscapes, tree trunks, or other unintended targets			
The system shuts down when de-activated			
The system is checked monthly for proper coverage, and any deficiencies are promptly repaired			
The sprinklers are free of interference from grass and debris			
The system's operational frequency is seasonally adjusted, and when rain is forecasted for more than one day, the system shall be turned off until irrigation is again needed			
The system was operated in conformance with local water conservation regulations			
MANUAL SYSTEMS			
The system is not left operating while unattended for more than 30 minutes	✓		
The system does not cause erosion from excessive flow	✓		
The system has shut off devices on all hoses	✓		
The system was operated in conformance with local water conservation regulations	✓		



# IRRIGATION SYSTEM INSPECTION INFORMATION

Name and Location of Irrigation Site: QUEVEDALE AVE & CARLTON DR

Inspection Date: 08/31/07

Inspection Done By:

Type of Irrigation System: ☒ Manual

☐ Automatic

TERREY L. SERRANO Public Works

## INSPECTION RESULTS

INSPECTION RESULTS			
TYPE OF SYSTEM AND PERFORMANCE MEASURES INPSECTED	SATISFACTORY	UNSATISFACTORY	COMMENTS REGARDING CORRECTIVE ACTION TAKEN
AUTOMATIC SYSTEMS			
The system irrigates when activated			
The system provides water to the entire area it is intended to service and does not over water nor create runoff of fertilizer.			
The system is adjusted to avoid watering hardscapes, tree trunks, or other unintended targets			
The system shuts down when de-activated			
The system is checked monthly for proper coverage, and any deficiencies are promptly repaired			
The sprinklers are free of interference from grass and debris			
The system's operational frequency is seasonally adjusted, and when rain is forecasted for more than one day, the system shall be turned off until irrigation is again needed			
The system was operated in conformance with local water conservation regulations			
MANUAL SYSTEMS			
The system is not left operating while unattended for more than 30 minutes	✓		
The system does not cause erosion from excessive flow	✓		
The system has shut off devices on all hoses	✓		
The system was operated in conformance with local water conservation regulations	✓		

## IRRIGATION SYSTEM INSPECTION INFORMATION

Name and Location of Irrigation Site: PARK AREA.

Inspection Date: 08/31/07

Type of Irrigation System: ☐ Manual

☒ Automatic

INSPECTION DONE BY:  
TERRY L. SERRANO Public Works

<b>INSPECTION RESULTS</b>			
TYPE OF SYSTEM AND PERFORMANCE MEASURES INPSECTED	SATISFACTORY	UNSATISFACTORY	COMMENTS REGARDING CORRECTIVE ACTION TAKEN
<b>AUTOMATIC SYSTEMS</b>			
The system irrigates when activated	✓		
The system provides water to the entire area it is intended to service and does not over water nor create runoff of fertilizer.	✓		
The system is adjusted to avoid watering hardscapes, tree trunks, or other unintended targets	✓		
The system shuts down when de-activated	✓		
The system is checked monthly for proper coverage, and any deficiencies are promptly repaired	✓		
The sprinklers are free of interference from grass and debris	✓		
The system's operational frequency is seasonally adjusted, and when rain is forecasted for more than one day, the system shall be turned off until irrigation is again needed	✓		
The system was operated in conformance with local water conservation regulations	✓		
<b>MANUAL SYSTEMS</b>			
The system is not left operating while unattended for more than 30 minutes			
The system does not cause erosion from excessive flow			
The system has shut off devices on all hoses			
The system was operated in conformance with local water conservation regulations			



## **SUPPORTING MATERIALS FOR BMP 6-6.a**

**PUBLIC WORKS AGREEMENT  
BETWEEN  
THE CITIES OF SEASIDE AND  
DEL REY OAKS**

THIS AGREEMENT, made and executed this \_\_\_\_\_ day of \_\_\_\_\_, 2007, by and between the City of Seaside, a municipal corporation, hereinafter referred to as "Seaside", and the City of Del Rey Oaks, a municipal corporation, hereinafter referred to as "Del Rey Oaks" provides as follows:

1. Description of Project. Del Rey Oaks has requested that Seaside provide routine public works maintenance work predominantly in the areas of street sweeping. Other services can be provided if Del Rey Oaks so desires.

2. Payment Terms. Del Rey Oaks shall pay Seaside for work performed on a time and materials basis. Rates of payment will be in accordance with the attached "Exhibit A". Rates will be increased based on salary increases/pay raises.

3. Time for performance.

- A. Seaside shall schedule work on receipt of a work order form Del Rey Oaks or in the case of an emergency, a verbal request. Seaside shall perform the work as soon as scheduling allows, unless representatives from both agencies determine that a project is considered an emergency. An emergency is defined as any disrepair within the public right-of-way that may expose Del Rey Oaks to potential liability and litigation or which may be detrimental to public health and safety.
- B. All work shall be performed in conformance with the engineering standards and maintenance procedure of the City of Seaside and using the generally accepted practices of the Asphalt Institute or the American Public Works Association in performing related activities.

4. Project Director. Seaside designates its Deputy City Manager for Resource Management Services or her designee as its project director. Del Rey Oaks designates its City Manager/Chief of Police as its project director. Any changes in project directors will be subject to prior written acceptance and approval of both agencies.

5. Materials and Equipment. Seaside shall provide all materials and equipment necessary to complete a project. Costs for materials and equipment shall be incorporated into the project charges to Del Rey Oaks. Equipment rates will be billed in accordance with "Exhibit A".

6. Indemnity. Del Rey Oaks hereby agrees that it will indemnify, defend and hold Seaside harmless from and against any and all claims, liability, charges, disputes, lawsuits or attorneys' fees arising as a result of secondary, imputed or passive negligence, but not against claims based on active negligence.

7. Insurance. During the term of this agreement, Del Rey Oaks shall maintain in full force and effect, at its own expense, a comprehensive general liability policy of insurance, satisfactory to Seaside, with a combined single limit of not less than one million dollars (\$1,000,000) per occurrence for property damage and for bodily injury or death of persons. The parties acknowledge and agree that Del Rey Oak's current membership in the Monterey Bay Insurance Fund, a joint powers agency which provides pooled coverage for general liability insurance for its members shall satisfy the requirements set forth in the first sentence of this paragraph.

8. Inspection of Work. Del Rey Oaks representatives or designees shall at all times have the right to inspect the work, services or performance of Seaside.

9. Termination. This agreement may be terminated upon the written notice of either party.

10. Notices. Written notices to Seaside shall be addressed to the Deputy City Manager for Resource Management Services, City of Seaside, 440 Harcourt Avenue, Seaside, Ca. 93955. Written notices to Del Rey Oaks shall be addressed to the City Manager/Chief of Police, Del Rey Oaks, 650 Canyon Del Rey, Del Rey Oaks, Ca. 93940.

IN WITNESS WHEREOF, this agreement is executed by the parties hereto on the day and year first above written.

CITY OF SEASIDE

CITY OF DEL REY OAKS

\_\_\_\_\_  
Ray Corpuz, City Manager

\_\_\_\_\_  
Ron Langford, City Manager

Approved by:

\_\_\_\_\_  
City Attorney's Office

## EXHIBIT "A"

### Estimated Street Sweeping Cost

#### Hourly Rate

Class B Sweeper Operator	\$ 48.66
Street sweeper	\$ 79.45

#### Estimated monthly Sweeping cost

NPDES Permit requires sweeping twice per month. It is estimated that sweeping can be completed citywide in 8 hrs. Total cost for monthly sweeping is as follows:

$$(\$48.66 + \$79.45/\text{HR}) (16 \text{ HRS/MO}) = \$2050$$

## **SUPPORTING MATERIALS FOR BMP 6-10.c**

## **STORM DRAIN SYSTEM INSPECTION AND MAINTENANCE** **INFORMATION**

Describe the City's storm drain system inspection and maintenance program, including such things as:

- **Procedures used to identify any structures in need of immediate repair to maintain structural integrity**
- **What parameters are used by field crews to determine when inlets and catch basins have become 40% full of accumulated trash, or debris is more than four inches deep, so that they can be cleaned as needed to meet this minimum standard**
- **What is done to ensure that catch basins and inlets are stenciled and re-stenciled as necessary**
- **What procedures are in place to ensure that inspections are conducted more frequently during the wet season for problem areas where sediment or trash accumulates more often.**

The City of Del Rey Oaks is very small, with 30 catch basins located on 10 miles of streets. The two public works employees can complete a visual check of every storm drain in the City in approximately twenty minutes. These drains are routinely cleaned of all debris. During the rain season, the drains are checked at least twice during the work day. During the overnight hours, the Police Department checks the storm drains, and uses small rakes carried in the police vehicles to clean them if necessary. This practice has been in place for over twenty years. If the weather reports are such that heavy rain is expected, then one of the public works employees are placed on call, and are authorized to take a City truck home.

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**Does the City keep accurate logs of the number of catch basins cleaned?**

☐ Yes ☒ No If no, explain: See narrative above.

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**Is the amount of waste collected recorded?**

☐ Yes ☒ No If no, explain: See narrative above.

**Are wastes collected from cleaning activities of the drainage system stored in appropriate containers or temporary storage sites in a manner that prevents discharge to the storm drain?**

☒ Yes ☐ No If no, explain: \_\_\_\_\_

**Are the wastes dewatered, with outflow into the sanitary sewer, and is collected debris properly disposed of at a landfill?**

☒ Yes ☐ No If no, explain: \_\_\_\_\_

**Are reaches of the storm drain system with drainage problems regularly cleaned or flushed to keep the pipe clear of excessive buildup?**

☒ Yes ☐ No If no, explain: \_\_\_\_\_